



# DISAM



## SAM-O Course Training Track--Exercise 2 Training Management System (TMS) 6.0

25 October 2002

This *exportable training package* consists of an **Exercise** that teaches the use of the **Training Management System (TMS)**, Version 6.0 and a TMS 6.0 **Back-up disk** that is used to establish the *Bandarian* country program, the example country program used in the exercise.

**NOTE:** If you are doing this exercise *at DISAM*, proceed to **Page 2** and **begin at Start Here**.

**Caution:** If you are doing this exercise *at your home station*, be sure to *carefully do the following* so that you will not **accidentally delete** your **real** country training program data. Before using the **Bandarian Back-up** disk to establish the *Bandarian* country program in your computer, be sure to *use* the TMS **Tools** function to *create* a **Back-up disk** of your *real* country program. In other words, **don't wipe out** a pre-existing, *real* country program on your computer by running a **Restore** using the *Bandarian* Back-up disk, without first backing up your real country program data. After you have finished with the enclosed TMS exercise, use the **Back-up** disk of your *actual* program data to **Restore** your actual program data back to TMS.

If you have not installed the TMS 6.0 program, contact your Unified Command system administrator or DISAM to obtain the **TMS Version 6.0**, installation disk and the **SAN User's Handbook, Volume II, Training Management**. Installation instructions for TMS 6.0 are found in Chapter 2 of the *Handbook*.

**Do the Following (if you are doing the exercise at your home station):**

1. If TMS 6.0 is not installed, **install** TMS 6.0.
2. **Start TMS 6.0** and select **Tools, Backup**, type in disk drive being used (a:\ or b:\ etc.), *click Include STL* box, and *click on OK*. *Remove* the Back-up disk and label it: **TMS 6.0 Back-up Disk, Country, Date**, etc.
3. *Insert* the **Bandaria** Back-up disk in your PC and *select Tools, Restore*, type in disk drive (a:\ or b:\ etc.) and *click on OK*. Before removing the **Bandaria Back-up** disk, *use MS Windows File Manager* or *Windows 95 Explorer* to *copy* the **BN.EXE** file (this is the second file on the disk) to the **C:\TMS\DOWNLOAD\** directory. If that directory does not exist, *use* File Manager or Explorer to **create** the directory. Then *remove* the Bandaria Back-up disk and *keep* it in case someone else needs to learn to use TMS 6.0 at a later date.

4. Also make sure that the latest **MASL and Other Downloads** and your own country **ISTL** data files have been downloaded using the SAN and placed in the **C:\TMS\DOWNLOAD\** directory so that you can run an **update** of those data tables in TMS 6.0.

5. You should now be **ready to begin** the TMS Practical Exercise.

**START HERE:** Start the TMS Exercise here if you are doing it at DISAM or have completed the instructions on Page 1.

This exercise has been prepared for users of the **Training Management System (TMS)** in overseas Security Assistance Organizations (SAOs). It will show the training manager how to use the **TMS**, Version **6.0** software. For training purposes the **Bandaria** training program for **PY 02** is used (country code **BN**). References are made to the *SAN User's Handbook, Volume II, Training Management*, which will be used in responding to questions in this exercise. The TMS 6.0 software may be installed on any computer (including a privately owned computer at home). TMS 6.0 is a MS Access "Runtime" program.

## **NAVIGATING TMS**

1. Double-click on the **TMS** icon to run the program.

2. To **select** any of the **menu items** on the TMS **main menu** or subsequent menus, simply **click once** on the desired button. To view the complete **detail data** for a specific line of training data, you must **double-click** on that training line or in some cases a specific data field.

**CAUTION!** Do **NOT**, repeat, **DO NOT double-click** TMS 6.0 **Buttons**. If you do this, you are causing the TMS 6.0 program to execute the function concerned **twice**. This may result in an error message. You **will**, however, be **double-clicking** on an actual training data line or data field to view the complete data



3. **Always close** an **open** TMS function (sub-menu), **before** opening another sub-menu. Normally you will **click** on **Quit** or **Quit/Save** to close a function or sub-menu and back up. In other words, **close** the last sub function or menu you have viewed, **first**.

4. To **exit** TMS simply **click** on **Exit TMS**.

5. Read **Pages iii-iv** of the *Security Assistance Network User's Handbook, Vol II, Training Management* so that you will understand the basic content and function of each of the menu items (buttons) on the TMS **main menu**.

## HELP

1. Click the **Help** button on the TMS **main menu**.
2. Or, at any time while *in* TMS you may *press* the **F1** key to get **Help** with the function you are using.
3. To *exit* the **Help** function, *click* on **File** and then **Exit**. Or, *click* on the **X** in upper right corner of screen.

## COUNTRY DATA

**Note:** In this exercise, **do not** enter any country code other than **BN** for **Bandaria**. You will have a chance to do your own country program after you finish with the Bandaria program examples. To avoid confusion in the exercise, **do the following** to delete data that may have been entered for a country other than Bandaria. I promise, you will be able to examine your own country data later in the exercise.

- Click on **Country Data** from the TMS main menu.
- Click on **Table Data** from the Country Data menu.
- Click on **Country Profiles** from the Table Data menu.
- If countries other than **BN....Bandaria** are listed, *click* on the **other country** (even your own) and then *click* on the **Delete** button.
- *Do this* for *all* countries but **Bandaria**.
- Click on **Quit** as needed to *return* to the **main menu**.

1. Before you can do anything in TMS you **must establish a Country Profile**. You only need to create the Country Profile once for a country, but you should *review* it periodically and ensure that the information is up-to-date. A country profile has *already* been established for the ODC in **Bandaria**. When you arrive in-country, make sure your country profile information has been entered or (for example) your SAO's name and address will not print out on the Invitational Travel Order (ITO). Don't take a shortcut, either. If you don't enter the country/implementing agency ceilings or an FMS case profile, your summary reports won't tell you where you stand in relation to that ceiling or to that FMS case profile.

2. Click on **Country Data** on the **main menu** and then **Country Profile**.

### Practice:

- The two character Country Code, **BN** for Bandaria, should appear. Click on **OK**. Examine the information that has been entered by the SAO in Bandaria, uniquely for that country.

- Change MAJ Smith's name to **your own** name, rank, etc. Just *click* on the entry, delete and change.

- It is best to *accept* the **default** time periods for giving an ECL test and canceling training, etc. But those too can be changed to suit the SAO. However, if you do your Invitational Travel Orders (ITOs) more than 30 days ahead of time, you may want to extend the 30 day period after which the student data used in the ITO is archived to the **History** function. Let's say that you are going on leave and want to do a whole month's worth of ITOs in advance, *change* the **Move Student Data to History** to **60**. Now the student data used in

**Country Profile Bandaria (BN)**

Name of Organization Office of Defense Cooperation (ODC) Bandaria	Mailing Address Unit 4095-PSC 80 APO AE 097645-1005
ITO Authorized Signature John C. Smith, MAJOR, US Army	
Title Training Officer	
Earliest ECL Test Date is	105 Days Prior to Report Date
Latest ECL Test Date is	65 Days Prior to Start Date
Cancellation Date is	62 Days Prior to Start Date
Latest Predeparture Briefing Date is	0 Days Prior to Report Date
Move Student Data to History	30 Days After ITO Date
FMS Pricing <input type="checkbox"/> Full FMS <input type="checkbox"/> FMS NATO <input type="checkbox"/> NRC <input checked="" type="checkbox"/> IMET Incremental	
TLA Paid? <input type="checkbox"/>	OCONUS Travel Costs
CONUS Travel <input checked="" type="checkbox"/>	Airfare: \$1,200 (Roundtrip)
Living Allowance <input checked="" type="checkbox"/>	Load Rates Travel Days: 2 (Roundtrip)
	Excess Baggage Cost: \$100 (Roundtrip)
Country Allocation IA Ceilings PO Allocations FMS Case/Line Save/Quit	

the ITO will stay active for 60 days before it is archived.

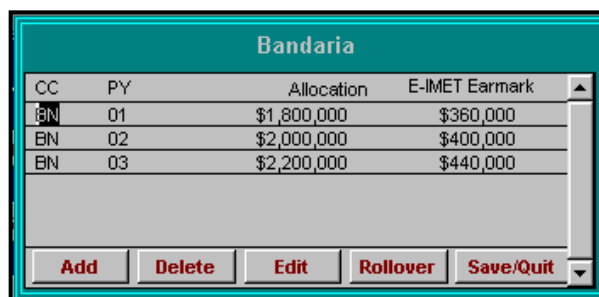
- The **IMET Incremental FMS** pricing choice is the one that should be selected for a country that is authorized an IMET program. **Note:** *Keep* this selection—**do not** select the price category for your country at this time. The other choices are for FMS only countries: **FMS (cash)**, **FMS NATO**, **FMS NRC (Israel)**. Bandaria has an IMET program, of course. *If* you have a grant funded FMS case (Egypt has one and all the Army INL cases are grant funded) you choose that FMS price category when you set up the **Profile** for that FMS case.

- For Bandaria, the IMET program will pay **OCONUS Travel** and the **Living Allowance**. **Oops!** The cost of **OCONUS Round Trip Airfare** has increased to **\$1500**, the travel to **3 Travel Days**, and there is an **Excess Baggage Cost** of **\$150**. *Make* the necessary changes.

- Click on the **Country Allocation** button. The Country IMET **Allocation** and the **E-IMET Earmark** are entered by the SAO in this function. These figures are obtained from the State Department IMET allocation message or other guidance provided to the SAO. What appears to be happening to the Bandarian IMET program from FY 2002 to 2003?

Answer \_\_\_\_\_

Click on **Save/Quit** to leave the Country Allocation function.



CC	PY	Allocation	E-IMET Earmark
BN	01	\$1,800,000	\$360,000
BN	02	\$2,000,000	\$400,000
BN	03	\$2,200,000	\$440,000

- Click on the **IA Ceilings** button and examine the breakout of the IMET program by managing US military service (Implementing Agency--IA). This data first comes from the Unified Command training program management review (TPMR) when you have submitted an approved country program. If your guidance for FY 2002 indicates that you are going to have a \$2 million program, **enter \$700,000 for Army, \$500,000 for Air Force, and \$800,000 for Navy**. The easiest way to do this is to *click* on the **Rollover** button and *Rollover* Year 1 to a New Year 2 (click on **OK**). Then *change* the \$ figures. Click on **Quit** to exit.

- Click on the **PO Allocations** button to similarly track your program allocation by **Country Service (Program Originator--PO)**. This data comes from a submitted and approved country program. Again, *do* a Rollover of the Year 1 program to a Year 2 program. It looks like the Bandarian Army is expected to receive approximately **\$1,000,000** of training in FY 02. *Make* the change. Click on **Quit** to exit.

- Click on **Quit** as needed to return to the **Country Profile Bandaria (BN)** screen. If you *enter* these **allocation** figures, your TMS **Summary Reports** will tell you where your program stands at any time in relation to your IMET allocation. This is very helpful management information.

- Click on the **FMS Case/Line** button in the **Country Profile** screen.

- Double-click on the T-37/38 “Peace Trainer” FMS case line.

This (see following page) is the **profile data** that has been entered for this specific FMS case by the training manager in ODC Bandaria. He obtained the data from the actual FMS case LOA (**BN-D-TCF**) and from a TMS report he ran on line **TCF999** of that case. (Air Force always makes the training line on a system sale, line number 999.) Later when you run a report on this FMS Case, you will see where you stand in relation to the overall case value. If you similarly complete this FMS Case Line Detail information screen for your FMS cases in-country, you too will have a quick way of keeping track of how much training you have programmed in relation to the overall case or line value.

- Click on **Quit** until you return to the TMS main menu.

## TOOLS

1. Click on **Tools** on the **main menu** and then select **Download Path**. You must *ensure* that the **path statement** reads: **c:\tms\download\** (lower or upper case). If it does not, *change* to **c:\tms\download\**. The **tms\download\** directory is established automatically for you on your **C:\** drive when you install TMS 6.0. This is a TMS 6.0 **change**—the original Download Path was C:\linkpc\download\. Once you become *experienced* with TMS, you can *change* the download path if you want to download the data to a different directory or even a different drive. Click on **Quit** to save and return to the **Tools Menu**.

2. Click on **Backup** on the **Tools Menu**. Be sure to *select* the **Include STL** box. All you have to do (but, don't do it now) is *place* a blank, formatted disk in the floppy drive (normally the A:\ drive) and *click* on **Backup**. If you want to *capture* all of the entries you are making in this exercise, simply use the **Tools** function to make a **Backup** disk at the end of this exercise. Click on **Quit** to return to the **Tools Menu**.

**Note:** One of the most important functions of **Tools** is the ability to *create* a **Backup** disk of your TMS 6.0 databases. It is strongly recommended that *backups* be accomplished on a regular basis. Certainly, in a country where power outages (or “brownouts”) are a problem, backups should be done on a daily basis. A **Restore** can then easily be accomplished using the **Backup** disk. This functionality is very helpful when running TMS on one computer, making a backup disk on that computer, and then using that disk to recreate your country program (with all associated databases except the MASL) on a different computer by simply doing a restore.

3. The **TPMR** button is used to change the mode of operation of the TMS program when using it at the Unified Command TPMRs. Click on **Quit** until you return to the TMS **main menu**.

## UPDATING DATABASES

1. New **country training program data** is provided via **download** from the SAN on a *weekly* basis. Please note that the terms **STL** (standardized training list) or **ISTL** (integrated standardized training list) may be used interchangeably. The STL data is the actual country training program data provided by the three Mildeps to the SAN. The combining of that separate STL data into a single, integrated country training program that can be downloaded by Country Code from the SAN, is what we call the ISTL. You can refer to it as either. New **MASL and Other** data tables are made available for download on a *monthly* basis. However, since changes are continuously being made to these tables, a more frequent update that

monthly is a good idea. All of the current files available for download are provided in **Dbase III** format. Should you want to look at the actual data, you can import it to MS Access or open the data files in an Excel spread sheet, etc.

2. When data is *downloaded* from the **SAN Web** it should be downloaded to the hard drive (**C:\** drive) in the following directory--**C:\TMS\DOWNLOAD\**. The ISTL data is provided via a single compressed file. Using *Bandaria* as an example, the file name is **BN.EXE**. The **BN.EXE** file contains several compressed *Dbase III* files: **BN.DBF**, **BN.DBT**, and **BN\_DIADS.DBF**. The **.DBF** file contains all of the data elements in an ISTL training line except for the **Remarks** field that is in the **.DBT** file. The **DIADS** file contains allocation data. The **BN.EXE** file for *Bandaria* has already been placed in the above directory for use in this exercise.

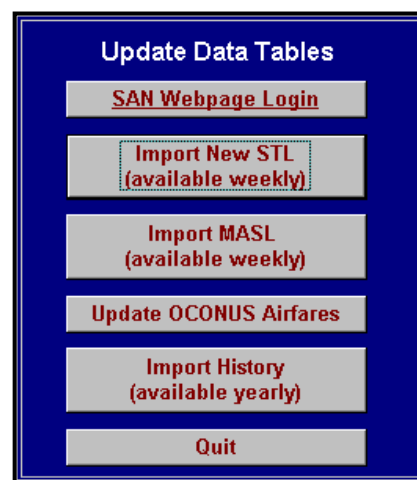
**Note:** When doing this exercise at home station, the **BN.EXE** file must be copied to the **C:\TMS\DOWNLOAD\** directory for the following Update to work.

### Practice:

- Click on the **Update** button on the **main menu**, then **Import New STL**. The *Bandaria* STL data will then be imported into TMS from the **C:\TMS\DOWNLOAD\** directory. Do **not** press *any* keys while TMS is *importing* the data. Notice that the cursor becomes an **Hour Glass**, indicating that a process is on-going. Do **not** disturb.

- Click on: **No** (Reconciliation Report?), **Yes** (Accept STL?), **No** (Post Pending Changes?). Click on **OK** and then **Quit**.

- After you are out in your SAO, don't forget to *run* a **Reconciliation Report** if you wish to identify changes in your STL data since the last update. This will indicate whether or not the Mildep training agency has processed changes you have requested. You must, however, allow for time lag, etc. This will also reveal unexpected changes in training prices. If you *click* **Yes** to Post Pending Changes, TMS will keep track of any changes you have made (requested deletions/additions) since the last data download. If you *click* **No** to Post Pending Changes, TMS will completely overlay your current STL data with the downloaded data.



3. Updating the **MASL** (and the *other* databases that come with the MASL) is simply a matter of clicking on **Import MASL**. But, **don't** do this now, as we have not previously downloaded the MASL from the SAN. The **Import History** function is a new TMS 6.0 function that will allow an annual update of historical training data provided from the Mildep computer systems. SAOs have not previously had access to this data. A worldwide announcement will be made when this update is to be accomplished. The **SAN Webpage Login** function is again a new TMS 6.0 function that will allow for the upload of data from the SAO to the SAN (and the Mildeps). This will also be announced when ready.

4. Click on **Quit** to exit the **Update** function.

### VIEWING DATA

1. The **View** option on the **main menu** provides a function where the TMS user can **view** the **TMS databases** and even **edit** some of them. Remember that when you want to view an *entire* training program for an IMET program year or a complete FMS case, it is better to do this using the **TMS Reports** function.

Click on **View** from the **main menu** and look at the list of options. Following are the principal databases used in TMS.

**STL Database**--the country's established and approved IMET or FMS training program.

**MASL Database**—a master list of all training that can be provided under the S.A. program. Sometimes referred to as the master price list of all training. When requested and approved, this will constitute the country's training program and will appear in the STL database. The **Course Description** and **Training Location Information** databases can be viewed from the MASL database.

**E-IMET Courses**--a data table that identifies courses that qualify as Expanded IMET training.

**LOCATION Codes**—a data table that identifies the training installations.

**OPI Requirements**—a data table that identifies all training that requires an Oral Proficiency Interview.

**Note:** To really understand the use of the TMS program, you must understand the various databases that it uses. Have *patience* as you do the following **Practice**. You will be learning the various **training databases** and become familiar with the individual **data elements** as you view the data.

2. One of the things you will use TMS for on many occasions is to **find** a specific course of instruction, determine its *price* and *duration*, read the course *description*, look for *prerequisite* courses, and obtain information about the *training activity*.

### **Practice: Viewing MASL Data**

- From the **View Menu** click on **MASL**. Many times you don't know the **MASL ID** so just click on **OK** to go to the beginning of the **MASL** data table. Click on the **Find Title** button, *type* in the word **infantry**, and click **OK**. Do you notice that you get not only **Army** infantry courses but also some entries from the **Navy** portion of the MASL that are **Marine Corps** courses. Try some other searches using a word or *portion* of a word that you think may be in the **Course Title** field. Click on **Quit** and return to the **MASL Data** screen.

- Now click on the **Category** button on the **MASL Data** screen. This function that gives you the ability to search the entire MASL database by breaking it up in more meaningful *categories* of training. The Mildeps enter data in their MASL databases, assigning MASL numbers that begin with the numbers shown in the left column. Scroll down until you get to number **171** or **Command/Staff** training. Click in the selection box that appears after Command/Staff (an **x** appears) and click on **OK**. Scroll down and view the PME courses for all services that are in this category. Click on **Quit** twice and return to the **View Menu**.

- Now let's find a training location or school and the courses taught at that location. From the **View Menu** click on the **Location Codes** button. Then click on the **Find Location** (not **Find Loc** button). Type in a word that you think might be found in the address of a training location. Try **wright** for Wright-Patterson AFB. Identify the three character **Location code** for the Air Force Institute of Technology (AFIT). Try some others and identify several other **Location codes** for various schools. If you know that a training center/school name or address has *changed*, just *double-click* on that data line and you can *edit* it. Click on **Quit** as needed to return to the **View Menu**.

- Now let's find all of the courses contained in the **MASL** that are taught at a specific school. Click on **MASL** on the **View Menu**. Type in the location code **W-P** in the **Location** block and click on **OK**. Do you see how easy it is to identify all of the courses at a particular school or training activity. Try some others. Click on **Quit** and return to the **View Menu**.

- Now let's look in more detail at the **MASL** database. From the **View Menu** click on **MASL**. Type in the **MASL ID.....D171002** and click on **OK**. Click on **View** or *double-click* on the Air Command & Staff College line. Examine the various data fields--most of them are straight forward and easy to understand.



\*\*\*Refer to the Security Assistance Network User's Handbook, Vol II, Tng Mgt, Pages A-1 thru A-3 for help in interpreting all MASL data fields.\*\*\*

PY	FMS	NATO	FMS INCR	NRC	IMET
0	\$62,080	\$48,050	\$12,060	\$15,790	\$10,070
1	\$59,410	\$44,780	\$11,450	\$14,720	\$9,690
2	\$61,670	\$46,550	\$11,650	\$15,040	\$9,810

- Double-click on the **MASL ID** in the **Prerequisite** block. What does this give you? Answer\_\_\_\_\_ Click on **Return** to return to the Air Command & Staff College course. Click on the **View Course Descriptions** button. TMS 6.0 actually gives you access to the **Course Descriptions** that were previously contained only in the Military Service international training catalogs. There is a *hidden* scroll bar to the right of the course description (it may not be visible, but it is there) that will scroll through the complete description text. And, you can click on **Print** to print the description. Click on **Done** to return to MASL D171002. Finally double-click on the location code **MAX** in the **LOC** block. We are still working with the Mildeps to complete this database for you, but you can actually edit it yourself if you have additional information on the training activity. Click on **Quit** or **Return** to return to the **View Menu**.

**Note:** At the present *not all* training location information or course descriptions are provided by the Mildep training agencies. They are working to correct this. Army **SATFA** and Navy **NETSAFA** are now providing their **course descriptions** and **training location information** via their web sites. It is hoped that AFSAT will soon provide this much needed information.

- From the **View Menu** click on the **E-IMET Courses** button. TMS provides a table of all courses that qualify as **Expanded IMET**. The "C" that appears in the **Student Code** column means that the student attending the course must be a **civilian** to qualify as **Expanded IMET**. This table now agrees with the DSCA Expanded IMET catalog available on the International Training Management (ITM) web site. Click on **Quit** to return to the **View Menu**.
- From the **View Menu** click on the **OPI Requirements** button to view a list of training that requires the conduct of an oral proficiency interview. Click on **Quit** to return to the **View Menu**.

### Practice: Viewing STL Data

- From the **View Menu** click on the **View/Edit STL** button. Click on **OK** to go directly to the beginning of the entire **Country STL** database. This is, of course, the *actual* country training *program* that is comprised of multiple **IMET** program years and multiple **FMS** cases. It contains primarily the training lines that send individual students to courses of instruction in the Continental U.S. It also includes lines to fund training teams that will conduct training in-country. It includes lines that fund medical services, language laboratories, language training materials, etc. You can quickly *scroll* through the data by clicking and dragging the button in the scroll bar or simply press **Page Down**.



**Note:** This exercise takes place during **Fiscal Year 02**. You will see **IMET program data** for **PY 00** thru **PY 04**. Our guidance to the Mildeps is to provide you the complete *current* IMET program year (in this exercise **PY 02**), the *preceding* complete program year (**PY 01**), and all out year program data (**PY 03**, **04**, etc.). Also, if a student is still in training from an earlier program year, you should have that data (**PY 00**). For **FMS funded training**, you see all training that has been entered for each currently **active** FMS case (there is no cut-off for FMS training data). In other words, you will still see older FMS training lines that have been *completed*. We provide complete data for an FMS training case because SAOs have asked us to do this so that they can see the **total value** of training that is in their program for a given FMS case. We will discuss later some of the extraneous data that appears, after you understand the data better.

- As you *scroll* through the data, look at **IMET** data for different **Program Years (PY)**. Look at the **Implementing Agency (IA)** data field to identify the **US Army-B**, **US Air Force-D** and **US Navy-P** portions of an IMET Program Year. See if you can determine the difference between an **IMET** and an **FMS** training line--hint, look at the **Type of Assistance (1=IMET, F=FMS)** code. The **CaseID** data field contains only the FMS **case designator** and sometimes the FMS **case line number**. The **Program Year (PY)** data field contains the program year *only for IMET* training. The **PY** is blank for **FMS**. The **Worksheet Control Number (WCN)** identifies the training line. For a student attending training, the **WCN** represents his *sequence* of training and there is *only one* student per WCN sequence.

**Example:** From the *beginning* of the **Country STL** database (press **Ctrl** and **Home** to get there), press **Page Down** until you come to the **Air Force** portion (**IA code D**) of the **Bandaria, PY 02** IMET program. **WCN 1012** series is the officer attending the **International Officer School** and **Air Command and Staff College** at Maxwell Air Force Base.

\*\*\*Refer to the *Security Assistance Network User's Handbook, Vol II, Tng Mgt, Pages A-3* thru *A-8* to help in interpreting all **STL** data fields.\*\*\*

CC	WCN	PY	CaseID	IA	TA	MASL	Course Title	LOC	DUR	PR	Qtr	Report Date	Start Date	End Date
BN	0003A	02	D	1		DEKPLBC	AF BOOKS/PUBS/OTHER	VAF	0001	A	4			
BN	0004A	02	D	1		D00PCHT	AF PCRG/CRATING/SHIPPIN	000	0000	A	4			
BN	1012A	02	D	1		D171014	INTL OFF SCH (FOR AC&SC	MAX	0007	A	3			
BN	1012B	02	D	1		D171002	AIR COMD & STAFF COLLE	MAX	0044	A	3			
BN	1021A	02	D	1		D171011	INTL OFF SCH (FOR AWC)	MAX	0006	A	3			
BN	1021B	02	D	1		D171010	AIR WAR COLLEGE	MAX	0044	A	3			
BN	1070A	02	D	1		D171014	INTL OFF SCH (FOR AC&SC	MAX	0007	A	3			
BN	1070B	02	D	1		D171002	AIR COMD & STAFF COLLE	MAX	0044	A	3			
BN	1900	02	D	1		D171003	INTL OFF SCH & SOS	MAX	0011	A		19-Feb-02	25-Feb-02	17-May-02
BN	1901	02	D	1		D171003	INTL OFF SCH & SOS	MAX	0011	A		19-Feb-02	25-Feb-02	17-May-02
BN	1902	02	D	1		D171003	INTL OFF SCH & SOS	MAX	0011	A		19-Feb-02	25-Feb-02	17-May-02

- Double-click* on the preceding **WCN** sequence (click on **WCN 1012A**). The entire sequence of training that the student is attending appears with the detail STL data for the training line that you selected.

- Click on **Save/Exit** to leave the STL data display. Click on **Quit/Save** to return to the **View Menu**. Again, refer to *SAN Handbook, Vol II, Tng Mgt* for help with individual data elements.

FY	IMET	Duration	Price
00	\$3,840	006	
01	\$3,360	006	
02	\$3,570	006	
03	\$3,621	006	

Del	WCN	MASL	Title	Report Dt.	Start Dt.	End Dt.
	1012A	D171014	INTL OFF SCH (FOR AC&SC)			
	1012B	D171002	AIR COMD & STAFF COLLEGE			

- From the **View Menu**, click on **View/Edit STL**. The **STL View/Edit Selection Criteria** screen allows you to narrow your data selection so that you are not working with the whole STL database (TMS will be running very complex Queries and you will save time by working with smaller data sets). You can enter a specific **IMET Program Year (PY)** or **FMS Case ID**, a specific **Implementing Agency (IA)** code, or **Type of Assistance (TA)** code to go to the specific data desired. The **Price Year** code allows you to narrow your FMS selection to a specific **Fiscal Year** (when training is funded the actual FY in which it is funded is recorded in your STL data).

Enter IMET program year **02** in the **PY/Case ID** block, **D** in **IA** block, and **OK**. Click on **Quit/Save**.

Click on **View/Edit STL**. Enter FMS case designator **TCF999** in the **PY/Case ID** block and **OK**. Click on **Quit/Save**.

**Note:** In TMS, training is normally *either* **IMET** or it is **FMS**. In the **View/Edit STL** function and all other functions where you are selecting a specific Program Year (**PY**) or a specific FMS Case (**Case ID**), if you enter a **PY** of **02** you will get only *PY 02 IMET training* and if you enter a specific **Case ID** of **TCF999** you will get only training for *that FMS case*. If by chance, a training program does happen to have training as a result of a different **Type of Assistance** (i.e., FAA, Sec 506, **TA** code **C**) entering that different **TA** code of **C** will select that training in the program. Remember, **IMET** is **TA** code **1** and **FMS** is **TA** code **F**.

- Occasionally data will be entered with an Implementing Agency (**IA**) code different from **B**, **D** and **P**. Try finding training with an **Implementing Agency** code of **G**.
- Click on **Quit** or **Quit/Save** as needed to return to the TMS main menu.

## **ENTERING STUDENT DATA**

1. The **SAO** actually *creates* the **Student (Information) Database** by entering personal data on candidates who have been selected for training in the U.S. Normally data is first entered in the **ECL Tracking** function and then in the **Student Data** function. This is the normal sequence of events, in that a student first appears before the SAO training manager to be given an *ECL test* and then later is processed as a student who will attend U.S. training.

2. Click on **Student Data** from the **main menu** and then **ECL Tracking**.

### **Practice:**

- MAJ Smith, the OMC Bandaria training officer, gave an ECL test on 24 Jan 2002 to two prospective candidates for U.S. training. One student, **MAJ Hadin Vulke**, had already been identified to attend **WCN 1004** in the **PY 02** Army portion of the **Bandaria IMET** program. The other candidate had not yet been identified to attend a specific course. He was just being tested along with MAJ Vulke.

Double-click on MAJ Vulke's training line. Look at the data entered for him and then click on **Save/Quit**.

Double-click on **CPT Mohamed Hasin's** training line; notice that when he was tested, MAJ Smith did not know what course (WCN) he was going to attend. Click on **Save/Quit** and **Quit**.

- Now click on **Student Data** from the **Student Menu** and type in **02** in the **PY/Caseid** block.

Double-click on **MAJ Vulke's** training line, **WCN 1004**, and review the **personal data** that has already been entered for him. (See following page.)

Click on the **Track** button to view the entire sequence of training that MAJ Vulke will attend.

Any of the **student data** can be **edited** as needed.

Click on the **Arrival Msg** button to bring up the **Student Arrival Information** screen.

Student Information											
CC	BN	PY/Case ID	02	IA	B	TA	1	WCN	1004		
Name (Surname, First Name)		<input checked="" type="checkbox"/> Male	Date of Birth		Place of Birth						
VULKE, Hadin		<input type="checkbox"/> Female	10-Jan-58		Harare, Bandaria						
Medical Cert		<input checked="" type="checkbox"/>	Date		01-Mar-02		Security Cert		<input checked="" type="checkbox"/> Date	06-Mar-02	
Service		Service No		Grade		US Grade		Passport Number			
B		OF100096		MAJ		MAJ		3829456			
Unit		2nd Bn, 3d Infantry Reg, Bandarian Land Forces									
ECL Info		Test Number		Date Taken		Score Req. ECL		Required Clearance		S	
		36B		24-Jan-02		78 80SA		Student's Clearance		S	
Flight Crew			Current Position			Instructor			ITO Date		
N/A			Battalion Executive Officer			N/A					
Accompanying Dependent's Name				Relation			Age				
Ms. Fathama Vulke				Wife			35				
Fatima Vulke				Daughter			15				
Remarks											
ECL Names	Track	Copy ITO	ITO	IMSI	Print	Undo	Arrival Msg	Save/Quit			

The requirement is **15 days before** student report date (30 days if accompanied by dependents).

Student Arrival Information					
CC	BN	Type of Assistance	1	WCN	1004
Name		<input checked="" type="checkbox"/> Male	Grade	Service	Position of Prominence
VULKE, Hadin		<input type="checkbox"/> Female	MAJ	B	PM
Number of Accompanying Dependents			2		
Flight Information				Additional Arrival Remarks	
Airline:					
Flight Number:					
Arrival Time (hh:mm):					
Airport:					
Date:					
<div> <div>E-mail Arrival Message to IMSO</div> <div>Save/Quit</div> </div> <p>(You may need to connect to the internet before clicking this button.)</p>					

2-11

- Since the 24 Jan 02 testing, it has been decided that **CPT Hasin** will attend the **Signal Captains Career Course** which is currently programmed as **WCN 1027** in the **PY 02 Army** portion of the **Bandarian IMET** program.

Click on **Student Data** from the **main menu**, then **Student Data**, type in **02** in the **PY/Caseid** block, and **OK**.

Double-click on **WCN 1027 (02 Army-B)** so we can add the student data for that WCN.

Click on the **ECL Names** button on the **Student Information** screen.

Double-click on **CPT Hasin's** line and then click on **Quit**. Do you see that *Hasin's* information, captured when he was ECL tested, is pulled into his **Student Information** screen?

Go ahead and enter the following information in the appropriate data entry blocks on Hasin's **Student Information** screen:

<b>Date of Birth--15 July 68</b>	<b>Place of Birth--El Arish, Bandaria</b>
<b>Medical Certif and Date--2 Mar 02</b>	<b>Security Certif and Date--7 Mar 02</b>
<b>US Grade--CPT</b>	<b>Passport No.--2348642</b>
<b>Unit--Company C, 85th Supt Battalion, 3d Infantry Regiment, Bandarian Land Forces</b>	
<b>Security Clearance--S</b>	<b>Flight Crew--N/A</b>
<b>Current Position--Company Commander</b>	
<b>Instructor--Yes</b>	<b>No dependents will accompany</b>

The **ITO number** will be filled in automatically when the ITO is published, and that is coming up next.

Click on **Save/Quit** to save. Notice that **CPT Hasin** now appears on the **Student Data** screen list.

Click on **Quit** as needed to return to the TMS **main menu**.

### **INVITATIONAL TRAVEL ORDER (ITO)**

1. Finally, the big day has arrived for MAJ Vulke's scheduled **pre-departure briefing**. You will be handling all of his administrative processing at that time. He will be receiving his **Invitational Travel Orders** from you (be sure to explain them carefully to him so that he will understand all of his entitlements), his **airline tickets**

to the U.S., his **Visa** (make sure the U.S. consulate knows to issue the A-2 visa), and an information packet from the U.S. Army Command and General Staff College Web Page. Remember, that for FMS funded training, normally the country will be funding the student's travel and the SAO will not be issuing a ticket. And, **don't forget** to send an **Arrival Message** to the first training activity.

2. How are you going to hand him an ITO if you haven't done one yet? Let's hope your predecessor remembered to set up the **ITO Default** for an IMET Army ITO! It would be a shame to have to type in *all* of the entries that normally remain the *same* for all Army IMET ITOs. Particularly *Block 15* of the ITO which has all the *Special Instructions* for MAJ Vulke. Let's see.

3. Click on **Forms** from the TMS **main menu**. Then click on **Default ITOs**.

### **Practice:**

- Double-click on the **BN...1...B (IMET) Default ITO**. Use the **scroll bar** to scroll through the Default ITO. Does it look like you have a completed ITO default for a Bandaria IMET Army ITO?

What about for the other services? Think you maybe ought to do those when you get a chance? Sure would save a lot of work doing the Navy and Air Force ITOs!

Click on **Save/Quit** and **Quit** to return to the TMS **main menu**.

**Note:** For FMS funded training, an ITO default is established for each separate FMS case. This allows for unique ITO defaults for different FMS cases.

- Now let's do the **ITO** for **MAJ Vulke**. Click on **Forms** and then **ITO** from the **Forms Menu**. Type in **02** in the **PY/Caseid** block and click on **OK**. Double-click on **MAJ Vulke's** line on the **Student Data** screen.

Now *click* on the **ITO** button on the **Student Information** screen. The actual **ITO form** (DD Form 2285) appears almost totally completed. The data for it has been pulled from all of the TMS databases.

- You can view all of the **pages** of the ITO by clicking on the button for that page. **Page 5** of the ITO is actually a continuation sheet that is generated only when there are too many training lines (more than six) to be listed on **Page 1**. Go ahead and *click* on each page (1 thru 4) of the ITO and *scroll* through the pages using the scroll bars. Can you *identify* any entries that were left out or need to be changed? I think there might be one or two and perhaps some other changes from the default ITO are needed. Answer \_\_\_\_\_

\_\_\_\_. Any entry can be **over ridden** if it is necessary to do so.

There *are* a few things that need to be changed on MAJ Vulke's ITO. First of all, the C&GSC Course, MASL ID B171768 is carried as **Secret (S)** in the MASL (remember, the default was set as **Unclassified**). And, the Bandarian Ministry of Defense has just advised that MAJ Vulke will be **authorized accompanying dependents**. Let's make those changes as follows.

- **Page 2, Para 11.** *Change* the selection. Click on **11.b**. The course is **Secret**.
- **Page 2, Para 12.a.** *Change* the selection. Click on **12.a(3)**, increased "dependents authorized" rate.

**Note:** Managing the training program is not simple. Had you chosen Para 12.a(2) above you would be telling the finance office to pay him the lesser authorized living allowance.

- **Page 2, Para 12.b(2).** *Select* **12.b(2)(b)and(i)**, IMS pays his dependent's medical expenses.

**Note:** This is a serious problem for most of our IMS where, if the country does not pay the dependent's medical expenses, you basically have "uninsured" dependents with no medical coverage at all. You must cover this and emphasize in the pre-departure briefing.

- **Page 3, Block 12.i (5).** *Place* an **X** in this block--baggage allowance for PME training with accompanying dependents.

- Go ahead and *click* on **Print ITO**. This will not actually print the ITO, rather it will generate the **Letter Format ITO** that is printed instead of the DD Form 2285. To print the **Letter Format ITO** (*no* need to do that now) you would click on the **File** menu and then **Print**. The Letter Format ITO generated by TMS is now authorized by the *JSAT Regulation*.

**Note: NEW TMS feature.....you can now send an ITO as an E-mail attachment!**

- Instead of clicking on **File** and **Print** as you did above, if you *click* on the **MS Word** icon in the upper left corner and *click* on **Yes** to question about replacing .rtf file, the ITO is opened as a **MS Word** document with a .rtf file extension. You can then click on **File** and **Save As** and save the document in a directory on your **C:\** drive. You can do this with all of your **ITOs** and then *send* them as E-mail attachments.

- *Close* the **ITO Letter Format** screen and click on **Quit** until you return to the TMS **main menu**. The ITO will automatically be saved for the 60 day period you called for on your **Country Profile** screen. After 60 days the *active* **Student Data** record for MAJ Vulke will be *archived*, moved to the **History** function.

## **INTERNATIONAL MILITARY STUDENT INFORMATION (IMSI) FORM**

The JSAT now requires the submission of an IMSI Form (Biographical Data Information) on international military students who are officers (and the Army Sgt Major's Academy).

1. Click on **Forms** from the TMS **main menu**.
2. Click on **IMSI** from the **Forms Menu**, enter **02** in **PY** block, and click on **OK**.
3. Double-click on **Maj Vulke's** training line.
4. Click on the **IMSI** button.

#### **Practice:**

- Go ahead and *enter* some sample data in some of the various blocks. Use your imagination. TMS enters any data that applies to this form, but most of it is personal biographic data on the student.
- Again, *clicking* on **Print** will generate the MS Access document that can be printed or sent as E-mail attachment.
- Close the **IMSI: Report** screen, click on **Save/Quit** at bottom of IMSI entry screen, and **Save/Quit** until you return to the TMS **main menu**.

### **REPORTS**

TMS 6.0 provides various well thought out reports that will prove quite useful to the average SAO training manager. **Copies** of example reports are provided at end of exercise.

1. Click on **Reports** from the TMS **main menu**. Then click on **Single Country Reports**. The SAO will normally *not* use the **Multi-Country Reports** (these are used by Unified Command training managers).
2. The **Detail** reports contain "line by line" data on all training lines in the program. The **Summary** reports provide summary level data that readily give the status of the program with attention to existing management requirements. The **Calendar** reports help the training manager to look at his students in date sequence of their departure.

#### **Practice:**

- Click on **Country STL** from the **Detail** column on the **Reports** menu. In the **STL Report Selection Criteria** screen, enter **02** in the **PY/Caseid** block and click on **OK**. This will give you a report for the entire **PY 02 Bandaria IMET** program. Take a look at the report.

**Note on using the Scroll Bars:** The **vertical scroll bar** on the **right** will move you up and down on the page of the report. The **horizontal scroll bar** at the **bottom** on the **right** will move you left and right on the page. The **page selection scroll bar** at the **bottom** on the **left** will move you to successive pages of the report.

- Do you notice that in addition to **detail line data** you are also given **Programmed Totals** by implementing agency (Army, Navy, Air Force, etc.).
- To print (*don't print* it now--you will probably want to print your own country's report later) the report, simply click on **File**, **Print**, and **OK**.

**Note: NEW TMS feature.....you can send a report as an E-mail attachment!**

- Instead of clicking on **File** and **Print** as you did above, if you click on the **MS Word** icon in the upper left corner and click on **Yes** to question about replacing **.rtf** file, the report is opened as a **MS Word** document with a **.rtf** file extension. You can then click on **File** and **Save As** and save the document in a directory on

your **C:\** drive. Thus you have the ability to *send* any of your reports via E-mail to the: Mildeps, Unified Command, your country's MOD, or the country's attaché back in Washington.

- To *close* the report, *click* on **File** and **Close** or *double-click* on the **report control bar** (minus sign).
- *Experiment* using different **Selection Criteria** to see what you get with the **Country STL Report**. Enter **TCF999** in the **PY/Caseid** block and *take* a look at the data for FMS Case **BN-D-TCF**, line **999**.
- Now *do* a **Summary** report and a **Calendar** report. Again *use* varying selection criteria.
- Using the **Mildep Ceiling summary** report for **PY 02**, is Bandaria currently “over programmed?” By how much? Is it all **Priority A** training? Suppose the Bandarian Ministry of Defense asks you to request an *additional* course; what would you say?
- Using the **E-IMET Summary** report for **PY 02**, how is Bandaria doing as far as **Expanded IMET** training is concerned?
- Using the **First Report Date calendar** report, when is the **next** Bandarian student scheduled to depart for training? Assume that today's date is **1 May 2002**.

## **EDITING STL DATA**

1. TMS 6.0 allows you to actually **edit** or make **changes** to your training program. Then, if you wish, those changes that you have made can be turned into **messages** (done automatically by TMS) that can be sent to the Military Service training agency in order to effect the change. What changes might you have to make? You may have to **cancel** training, **add** training, or make other **specific changes** to a training line, such as changing the **priority** or **quarter** in which the training is desired.

2. *Click* on **View** from the TMS **main menu** and then *click* on **View/Edit STL** from the **View Menu**.

### **Practice: Deletions**

- Let's assume that you have received word from the Bandarian Ministry of Defense, requesting that you begin to **cancel** some of the **priority D** training that is currently in the program. As you saw previously in the **Mildep Ceiling** summary report, Bandaria is over programmed, but only by about 10%. So, we are not really worried at this point about canceling all of the Priority D training. Bandaria has suggested that you go ahead and cancel the student going to the **Engineer Officer Captain Career Course, WCN 1025** in the **Army** portion of the **2002 IMET** program.

- In the **STL View/Edit Selection Criteria** screen, *enter* **PY** of **02** and *click* on **OK**. In the **Country STL (BN)** screen that appears, *scroll* to **Army WCN 1025** and *click* on it, then *click* on the **Del WCN** button. That **turns on** the **Delete** function for that training line. It is a toggle, so you can turn the **Del WCN** back off if you make a mistake. After you have **identified** the **WCN** for deletion, *click* on **Quit/Save** to effect the deletion. The next screen that comes up is the **Save Edits in Pending Change file?** Screen. It lists the preceding deletion as a **pending change action**. *Click* on the **Send/Save** status box to have TMS *automatically* prepare a message to be sent to SATFA to request the program deletion. Then *click* on **OK**. You have now *edited* your STL database and created an outgoing message *requesting* the program change. Remember that when you download new STL data and run an *update*, your STL database will be completely *overwritten* unless you say **Yes** to Post Pending Changes.

### **Practice: Changes**

- Now let's go into a specific training line and make a **change** that will result in another request to one of the Mil Services to change a training line. After discussion with your counterpart at MOD it has been



decided to raise the priority from **D** to **A** for the **Logistics Plans and Program Officer Course, WCN 2022** in the **Air Force** portion of the **2002 IMET** program. This will cause this course to be moved into the “funded” portion of the IMET program.

- Do the following: Click on **View** in the **main menu** and then **View/Edit STL**. Enter **PY** of **02** and **IA** of **D**, click on **OK**. Scroll down to **WCN 2022** in the **Air Force** program and double-click on it. Click on the **Priority** block, change the **D** to an **A** and click on **Save/Exit**. Then click on **Quit/Save** to effect the changes. Click on **Send/Save** then **OK**. In just a moment we will send the two messages to the Mildeps to request the changes.

### **Practice: Rollover**

- Let’s do one more *editing* function with the STL data. How about doing a *planning program* for input to the Mildep training agencies for **PY 2005** planning purposes. You will eventually have to submit that planning program to the MILDEPs for the data to be entered into their system for the TPMR cycle. This is easy, since there is a function in TMS that lets you **rollover** or replicate an existing training program. After looking at your STL data you decide to **rollover** your existing PY **03** IMET program. Do the following:

- Click on **View**, then **View/Edit STL** and **OK**. Click on the **Rollover** button and enter **03** in the **PY/Caseid** block and **05** in the **New PY/Caseid** block. Click on **OK**. The **PY 03** program will be replicated as the **PY 05** program. Scroll down to view that program (click and drag the scroll bar)—the data will be at the **end** of your previously existing training data. You can then go into that new program and chop it up by **deleting** and **adding** anything you want. You can change the **Quarters** in which the training is desired and **Priorities**, etc. After you do the changes and you click on **Quit/Save** to effect them, do **not** click on **Send/Save** to send messages to the MILDEPs. It would probably be easier to generate a **Country STL Report** instead and send that report as an E-mail attachment to the three Mildep training agencies. Don’t worry, this is just a planning program. You can do this sort of thing as much as you want—several different versions, etc. You can even create an XX program year for planning purposes. The same planning function can be done for an **FMS case**, etc.

- Now, let’s go send the messages that were generated as a result of some of the above changes.

### **MAIL**

1. The **Mail** function is used to prepare messages that have been generated as a result of **changes** you have made to the training program by **editing** the STL data. Or, you can prepare a **new** message from scratch, if you wish.

**Note:** At the present time, messages cannot be sent automatically out of TMS. This is planned for the future and we have placed the architecture in TMS to do this. Now you will have to generate a .RTF file to copy and send as an E-mail message.

### **Practice:**

- Click on **Mail** from the **main menu** and double-click on the **BN-B-02** line. Enter your SATFA country manager’s E-mail address to send the message. Be kind and type in a *thank you* along with *your name* after Para 3. Click on **Send** and an E-mail message coming out of your E-mail system will be prepared. Don’t actually send the message. Click on **Quit** to return to the list of E-mail messages.

- Double-click on the **BN-D-02** line and send that message to your Air Force country training manager. Click on **Quit** until you return to the **main menu**.

## **HISTORY DATA**

The **History** function is the TMS archive function for data that you have entered via the **Student Data** function. Student data is *automatically* archived after the ITO has been created. The point in time at which this archiving takes place is specified on your Country Profile screen.

- Click on **Country Data** on the TMS **main menu**, click on **Country Profile**, and click on **OK** (for Bandaria--BN). How many days are specified in the **Move Student Data to History** block? Note, that you can *change* that time period if you need to. If you are accustomed to doing your ITOs as early as say 45 days before student departure, you may want to change to a safer time period--say 60 days, etc. Return to the TMS **main menu**.

**Note:** If you have done an ITO and subsequently go back to make a change to that ITO, and, if you have passed the specified **Move Student Data to History** time period, you will no longer see the Student Record. It will have been moved to the History archive function. Don't worry, you can easily move it back to the active Student Database, redo the ITO, make the change, and republish the ITO.

- Currently there is no archived **Historical data** for the Bandarian program. Let's *move* a record there. Click on the **Student Data** button on the **main menu** and click on **Student Data** again from the **Student Menu**. Type in **02** in the **PY/Case ID** block and click on **OK**. Single click on the **VULKE, Hadin** line (WCN 1004) and click on the **Move to History** button. Click on **Quit** until you return to the **main menu**.

- Now, click on the **History** button on the **main menu** and click on **Student Data** from the **History Menu**. Notice that the **VULKE, Hadin** line has moved to the History archive database. Double click on that line and the **Historical Student Information** screen appears.

- Note that you can enter **Positions of Prominence** information on this screen. Let's move forward in time and say that **Major Hadin Vulke** has been appointed the **Deputy Minister of Defense**. Click on the **PPR** block and enter sample information for him. He has an **MA in Political Science**. Click on **Save/Quit**.

- Historical student data can be **Added**, **Deleted**, or **Edited** as the need arises. An individual history record can also be moved to the active student database by clicking on **Move to Student**. Likewise a student database record can be **moved** to the **history** database when desired. Click on **Quit** and return to the **main menu**.

- Also, don't forget that when you do a **Two Year Training Plan** for your annual unified command **TPMR**, you will be able to designate which of your PPR data records you want reported with your Two Year Training Plan.

## **TWO YEAR TRAINING PLAN**

TMS has automated the preparation of your annual Two Year Training Plan. That function is under the **Forms** menu. We will assume that you are doing the 2003 Budget Year plan (and 2004). Please note that the Unified Commands are going to a 5-7 year planning cycle and the Two Year Training Plan per Chap 10 of the SAMM has not yet been changed.

- Click on **Forms** from the **main menu** and then **Two Year Training Plan**. Click on the **Add** button on the **Two Year Training Plans** screen. Type **BN** in the **Country Code** block and **03** in the **Year** block. An automatic title appears (you can change it as you wish) and click on **OK**.

- *Scroll* down and view the informational content required for the **Two Year Training Plan**. Notice that the **Part Two-Program Summary** data has been entered from your TMS database. The data is there for **PY 2003** and when you submit training data for PY 2004 to the MILDEPS, that data too will appear in your TYTP.

**B. Part Two-Program Summary.**

**1. Statistical Summary Chart for IMET.**

☒ Include IMET in Report

	Current Year IMET Ceiling: \$1,800,000		Budget Year IMET Ceiling: \$1,600,000		Planning Year IMET	
	Students	Dollars	Students	Dollars	Students	Dollars
<b>CONUS Training:</b>						
PME	22	\$233,040	21	\$273,251	0	\$0
MGT	38	\$237,044	29	\$159,801	0	\$0
POSTGRAD	0	\$0	0	\$0	0	\$0
UPT/FLT	0	\$0	0	\$0	0	\$0
TECH	77	\$458,285	68	\$411,435	0	\$0
OT	0	\$0	0	\$0	0	\$0

- Click on the **Page 2** button and *scan* the content of that page.
- You can then *click* on the **PPR** button and select those students that you want to appear in your Positions of Prominence report. *Click* on the **Pos Prom** box in front of Major Hadin Vulke's record and *click* on **Quit**.
- You can *do* a required IMET Waiver Request for a specific training line.
- And, you can **Print** and **Export** your Two Year Training Plan and thus submit it for the upcoming Unified Command TPRM Conference.

## **SENDING DATA TO THE SAN**

TMS 6.0 will, for the first time ever, provide a means of **uploading data to the SAN**. This has never been done before. In the past, when an SAO makes a training request to the Mildep training agencies or sends an invitational Travel Order, this could only be done via an E-mail message. Although we have been downloading data from the Mildeps through the SAN for a long time, we have never gone back in the other direction. When data uploads from the SAO to the SAN are initiated, all SAOs ***will be so advised***. The announcement will be made by *worldwide E-mail message* as well as on the *SAN Special Notice Screen*. Obviously there is a lot of carefully coordinated programming on both the SAN and TMS that will have to take place. The TMS 6.0 program should be issued with this data upload functionality and the SAN will also have to be ready to accept the SAO initiated updates. Again, we will advise you ***when we are ready*** to initiate the uploads.

Now that you have created some documents that need to be uploaded, if you click on **Exit TMS**, you will be asked in the following screen if you want to **Update Changes to the SAN**? If you say **No** to this question, the upload will be date stamped and stored. When you again open TMS and then subsequently exit TMS, you will again be asked if you want to **Update Changes to the SAN**.

**Do NOT** do an upload at this time. But, *read* the following to see the **SAN Upload process**.

If you were to accomplish an upload, you would *click* on the items that you wish to upload (**Update on the SAN**), and *click* on the **Yes, Update to SAN** button.

**Update San : Form**

**Update Changes to the SAN?**

You have made changes that need to be updated to the SAN.  
Do you want to send the updates now?

☒ Student Info, # of Dependents, Arrival Info

☒ Country Profile

You would then automatically be connected to the SAN.

**Log on the SAN upload function.**

You should note that the URL address of this upload function is different from that of the normal SAN Log on.

Address [https://san.osd.mil/san/ist/up\\_tms?](https://san.osd.mil/san/ist/up_tms?)

**WARNING: THIS IS A NOTICE OF MONITORING DEPARTMENT OF DEFENSE INTEREST COMPUTER SYSTEMS (DODICS).** This system and ALL related equipment may be used only for official US Government business. This system and all other DODICSs are subject to monitoring for management of the system, protection against unauthorized access, and verification of security procedures. Unauthorized use of this system may subject you to criminal prosecution and penalties. Use of this system constitutes consent to monitoring for these purposes.

December 1996: For further policy information concerning this notice, contact the Information Assurance Directorate, Office of the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence: (703) 693-6685 or (703) 695-8705.

**SAN WEB Login Menu**

Username

Password

**Click on the TMS Upload button on the Special Notice screen.**

Again, this is different from the **Continue** button that appears when you are normally logging on the SAN.

**Special Notice**

Your password expires on 01/19/2003 which is in 86 days  
Your email address is currently set to : charles.collins@disam.dsca.osd.mil  
Your phone number is currently set to : (937) 255-8094/785-8094  
Your last successful login was on 10/25/2002 at 09:42:43  
You are currently in group IE - DISAM with administrators  
TSgt Rex Ramey, email: [rex.ramey@disam.dsca.osd.mil](mailto:rex.ramey@disam.dsca.osd.mil), MR. Timothy Reardon, email: [treardon@disam.wpafb.af.mil](mailto:treardon@disam.wpafb.af.mil)

**Click on the Browse button and select the c:\tms\upload directory and choose the TMSUP.LZH file to upload.**

**Select TMS file to upload and process**

1. Use the Browse... button to find c:\tms\upload\tmsup.lzh  

2.

**Click on the Upload file now button.**

If your upload is successful, the SAN will so advise.

But, you are not finished.

**TMS Upload Process Status**

Your upload was successful.

You can close the SAN, but you must go back to your TMS program.

**Click on the YES, Exit TMS button.**

Or, **NO, Try Update Again** or **NO, Try Update Later** buttons as desired.

**Click on the No, Exit TMS button at this time.**

TMS will then automatically close.

**Update Successful : Form**

**Was your update successful?**

Did you get a message saying, "Update Successful"?

Go ahead and close **TMS** at this time.

**THANK YOU** for using this Exercise to acquaint you with the complete TMS program. If you have any questions on the use of TMS in the future, please contact:

[aaron.prince@disam.dsca.mil](mailto:aaron.prince@disam.dsca.mil), [tom.dop@disam.dsca.mil](mailto:tom.dop@disam.dsca.mil), [charles.collins@disam.dsca.mil](mailto:charles.collins@disam.dsca.mil)